



SPECIAL EVENT PERMIT APPLICATION

2013

BROCHURE & INSERT FORMS

Department of Public Administration
Parks & Recreation Division
City Hall (Ground Floor) • 411 West 1st Street
Duluth, MN 55802-1198
Special Event Permit Line: 218.730.4306
www.duluthmn.gov/parks/index.cfm

PARKS AVAILABLE FOR SPECIAL EVENTS

BAYFRONT FESTIVAL PARK BAYFRONT PARK PLAZA BAYFRONT FAMILY CENTER

700 Railroad Street (S 5th Av W & Railroad St)
PERMITS OBTAINED DIRECTLY FROM THE DECC

The Duluth Entertainment Convention Center (DECC) is the current manager of this park. Call 218.722.5573 or email bayfront@decc.org for park availability, rates, and the permit process.

BRIGHTON BEACH

63rd Av E & Congdon Blvd

Pavilion, gazebo, grills, tables, fire shelter, beach, portable restrooms only, no water or electricity....good for groups up to 100; parking for 50 cars.

CHAMBERS GROVE

137th Av W & Hwy 23

Pavilion & fireplace, gazebo, grills, tables, boardwalk, fishing docks, electricity, large open spacegood for large picnics; parking for 25 cars.

CHESTER BOWL PARK

1801 E Skyline Pkwy

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricitygood for outdoor concerts, smaller picnics. Parking for 80 cars.

ENGER PARK

16th Av W & Skyline Pkwy (near Enger Golf Course)

Enger Tower, pavilion & fireplace, gazebo, grills, tables, gardens, trails, restrooms, water, electricity....for groups up to 100; parking for 60 cars.

LAKE PLACE PARK

2nd Av E & Michigan S

Electric, benches....good for small concerts.

LAKEWALK

7.3 mile paved path from Canal Park to 60th Av E

Good for special events such as fundraising walks (wheelchairs, okay, but motorized vehicles not allowed). Electricity at Endion Beach only.

LEIF ERIKSON PARK

11th Av E & London Rd

Stage, portable restrooms only, electricity....good for outdoor concerts and craft sales, etc., for groups up to 1,500; parking for 50 cars in the Rose Garden lot.

LESTER PARK

61st Av E & Superior St (near Lester Golf Course)

Pavilion, grills, tables, electricity, playground, trails, soccer field....good for large picnics; parking for 50 cars.

LINCOLN PARK

25th Av W & 3rd St (next to Lincoln School)

Pavilion, grills, tables, electricity, playground, trails...good for large picnics; parking for 10 cars.

PARK POINT RECREATION AREA

45th St & Minnesota Av

PERMITS OBTAINED DIRECTLY FROM THE YMCA

Pavilions (2), grills, tables, electricity, restrooms (beach house only), playground, ballfields, soccer fields, sand volleyball courts, fishing pier, boat launch, trails, beach house....good for picnics for groups to 300; parking for 385 cars. (Call Cheryl Vander-Heyden at 218.722.4745 Ext. 131 or email cvanderheyden@duluthymca.org for scheduling and application information.)

Choose a park that is suitable for your needs. Picture illustrations of some parks are available by email or on the City website listed above.

Certain permits (i.e. alcohol) or services require 30 or more days advance notice of need. Last minute requests cannot be accommodated.

PERMITS ARE NON-TRANSFERRABLE
AND FEES NON-REFUNDABLE.

THIS BROCHURE IS YOUR MAIN REFERENCE TOOL FOR THE SPECIAL EVENT PERMIT PROCESS: Keep on hand until the completion of your event.



DULUTH PARKS

Fun Places. Great Spaces!

A special event is one that is: 1) open to the public, and/or 2) charges an admission or registration fee. To be held on City of Duluth park land, a Special Event Permit is required.

WHAT IS A SPECIAL EVENT?

If your event is private, such as a family reunion, company picnic, or wedding, and is attended by 40 or more people, call 218.730.4320 to obtain the proper permit. If your event is held on city streets only, the proper permit is available through the City Clerk's Office at 218.730.5500. If your event is on park land and city streets (duathlon, etc.), both permits are required.

PARK RULES

- A permit does not give "exclusive" use of the park; only the picnic shelter or specific area you have requested. The park will still be open to the public. Permit must be in permittee's possession at event to enforce its privileges, including asking individuals to move from the designated reserved space.
- The permit includes use of the shelter or reserved space (i.e. ballfield), and amenities (picnic tables, water, electricity, and grills, where available).
- Your reservation will automatically be canceled if payment and insurance certificate are not received in advance. (See page 3 for insurance requirements.)
- Reservations are made for specific time periods - the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. Most parks close at 10 PM, unless posted to close at 12 AM. Everyone must be out of the park by closing time unless permit gives special permission for extended time in the park.
- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending event.
- The area must be left in an orderly condition when you leave at end of time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Damage deposit will be withheld if failing to do so.
- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).
- A key is available to allow vehicle entry for unloading of supplies into Lester Park, Leif Erikson Park, or Chambers Grove. A \$20 key deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during your event.
- **ALCOHOLIC BEVERAGES:** The consumption of alcohol is prohibited by City of Duluth ordinance unless an alcohol consumption permit is included with your reservation. (See page 4 for information on alcoholic beverages.)

- **FOOD:** You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, catch basins or sewers, and must be disposed of properly. Grease and food waste should be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. (For additional grease-disposal information, Chris Kleist at 218.355.0598 or 218.730.4063.)
- **ELECTRICITY/WATER:** Most parks are equipped with 110 volt electrical outlets. Multiple items may cause overloads. Additional electrical needs, in some cases, may be accommodated through a portable electrical panel, requiring advance arrangement and a \$100 deposit for use. Additional fees apply for electrical or water services above what is standard in the park.
- **FIRES/BONFIRES:** Bonfires require additional permit from the Duluth Fire Department (218.730.4380). Campfires are allowed only in existing fire pits or fireplaces in the parks. Bringing in your own fire ring is not allowed. Fire must not extend outside of the fire pit and permittee shall burn only wood that is brought into the park for the purpose of a recreation fire - no burning of materials from the park. Fire must be attended to at all times and shall be completely extinguished before leaving, removing all burned and unburned material.
- **VENDORS:** All vendors selling food or products at your event must have: 1) current applicable licenses, issued by the State of Minnesota, 2) all necessary sales tax permits, and 3) product liability insurance. The City charges a fee of \$20 per 10' x 10' space per day which must be paid within 7 days following the event. (Vending fee is \$20 per vendor per day.)
- **PORTABLE TOILETS:** When additional toilet facilities are needed beyond what is already available at the park, they will be arranged and paid for by the special event permittee. Consult directly with provider of choice on recommended amounts.
- **GARBAGE DISPOSAL/RECYCLING:** When additional garbage and recycling receptacles are needed beyond what is already available at the park, they will be arranged and paid for by the special event permittee. Consult directly with provider of choice on what is recommended for the size and type of event. (Direct recycling questions to 218.730.5151.)

TIME SLOT

- 7 am to 3 pm
- 4 pm to 10 pm
- 7 am to 10 pm (will be charged for two slots)

****The majority of parks close at 10 pm****

NOTE: Reserve enough time needed for set-up and tear-down of your event. Do not assume you can come early and stay late, as a time slot before or after you may already be reserved. Very important!

FEE STRUCTURE

Permit Fees for Special Events held in Duluth Parks
(Permits are non-transferrable and fees non-refundable)

1 - 150 persons	\$80 per time slot
151 - 300 persons	\$120 per time slot
301+ persons	\$150 per time slot

Alcohol Consumption - \$50 in Park or \$100 in building

Damage/clean up deposit without alcohol	\$100
Damage/clean up deposit with alcohol	\$200
Portable electrical panel deposit	\$100
Water spigot deposit (Bayfront only)	\$25 each

Replacement fees apply for items not returned, or returned broken.

Deposits must be issued in a separate check, not combined with permit fees into one check. The deposit check will be held and returned after event upon inspection by City of Duluth staff of the site used, if free of damage and garbage as stated on page 2.

Building Rentals for Special Events

\$70 for first hour plus \$25 for each additional hour

INSURANCE REQUIREMENTS

The City requires all organizations using city property to obtain event insurance for the time city property is occupied. Prior to the permit being issued, the following must be provided:

- The minimum amount of a commercial general liability policy shall be **\$1,000,000** each occurrence (as per State legislature requirement).
- A "Certificate of Insurance" listing the City of Duluth as additional insured should be mailed to:

Department of Public Administration
Parks & Recreation Division

Attn: Gail Walkowiak ● City Hall (Ground Floor) -
411 West 1st Street ● Duluth, MN 55802-1198
(It can also be faxed to 218.723.3634, Attn: Gail
or emailed to gwalkowiak@duluthmn.gov)

**PERMISSION FOR SPECIAL EVENT PARK USE
WILL BE DENIED WITHOUT PROPER INSURANCE.**

CHECKLIST - Please Read and Follow

_____ **TENTATIVE RESERVATION:** Call 218.730.4306 or email gwalkowiak@duluthmn.gov to check park availability and make tentative reservation. (Submission of application is not an automatic reservation of park.)
Call permit line to cancel any reservations made where plans have changed.

_____ **APPLICATION SUBMISSION:** Mail proper application insert sheet to the Parks & Recreation Division, signing "Hold Harmless" section on reverse side of sheet; send immediately; you will be contacted with final fees after review of application.

_____ **EVENT DIAGRAM:** At time of application submission, submit a rough sketch or description of placement of various components of your event, such as registration area, vendors, entertainment, toilets, etc. (Some park illustrations are available for use, if needed, in making diagram; email your request.)

_____ **CERTIFICATE OF INSURANCE:** Obtain certificate for policy according to requirements listed to your left. **Make sure the insurance agent is correctly informed on these requirements. Permit will not be issued without proper insurance.**

_____ **PERMIT FEES:** After fees have been determined 1) by the Parks and Recreation Division upon application review, or 2) by you in advance according to the fee schedule, mail a check payable to the "City of Duluth". Permit will not be issued until fees have been paid. (Include a separate check for the appropriate damage/clean-up deposit.)

_____ **ALCOHOL PERMITS:** If alcohol will be served, see page 4 for permit process.

_____ **TENT STAKING:** State law requires that you contact Gopher State One before any type of digging to avoid underground utility lines. You can visit www.gopherstateonecall.org and enter your dig information online, or you can dial "811" or 1.800.252.1166 directly. According to law, this needs to be done each time, even if your event is annual and you are using the same layout. Additional info available at <https://dps.mn.gov/divisions/ops/Pages/gopher-state-one-call.aspx>.

_____ **ELECTRICAL/WATER NEEDS:** Direct questions about special needs not standard in the park of choice, well in advance. Call Joe Miller at 218.730.4430 or 218.348.3199.

_____ **POLICE, TRAFFIC OR "NO PARKING" NEEDS, CONES OR BARRICADES:** Call (218) 730.5644 or 730.5678 to discuss needs. Call at least 30 days in advance to arrange for special services. Fees apply.

Privately Hosted Events

ALCOHOL CONSUMPTION POLICIES

This type of event is hosted by a private citizen(s) and requires:

- \$50/park or \$100/building alcohol consumption fee to be included with the permit fee.
- Cash bar - must be catered by a restaurant with a caterer's permit.
- If cash bar, a copy of the contract with the restaurant must be submitted before your permit will be issued.

Business/Company/Club Hosted Events

This type of event is hosted by an organized club or for-profit business or company and requires:

- \$50/park or \$100/building alcohol consumption fee to be included with the permit fee.
- A caterer - whether the alcohol is provided or there will be a cash bar, the event must be catered by a restaurant with a caterer's permit who provides both food and alcohol.
- A copy of the contract with the restaurant must be submitted before your permit will be issued.

Non-Profit Hosted Events

This type of event is hosted by a non-profit organization and requires:

- \$50/park or \$100/building alcohol consumption fee to be included with the permit fee.
- If cash bar - a Temporary Liquor License must be secured from the City Clerk's Office at 218.730.5500. Start this process at least 30-45 days in advance of your event.
- A copy of the license must be submitted before your permit will be issued.

Security for Buildings & Parks

- Applications for a special event permit with alcohol consumption must be submitted at least 30 days prior to event for approval.
- Pending review of your "Application Screening Form" by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed. (The "Application Screening Form" accompanies this brochure and must be submitted with the Special Event Permit application, if alcohol will be consumed.)
- You will be instructed to contact the Police Department after your screening review about securing an officer(s), if one is required. Permit will not be issued without proper security clearance from the Police Department.
- PARKS: Alcohol consumption is restricted to within 50 feet of the existing shelter or designated area, if a shelter does not exist.

For additional information about security requirements and approval of this application:

- 1) contact Officer Jim Hansen by phone at 218.390.2232 or by email at jhansen@duluth.mn.gov, or
- 2) go to http://www.duluthmn.gov/police/hiring_an_officer.cfm.

Sections of these policies are enforceable by City Ordinances and State Statutes:

Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 ● MN State Statute: 340A101, 340A.414

**ALCOHOL CONSUMPTION PERMIT "APPLICATION SCREENING" FORM
MUST BE SUBMITTED AT TIME OF SPECIAL EVENT PERMIT APPLICATION**
(in addition to Special Event Permit Application Insert Form)

**CONTACT OFFICER JIM HANSEN AT 218.730.5622
OR BY EMAIL AT [JHANSEN@DULUTHMN.GOV](mailto:jhansen@duluthmn.gov)
FOLLOWING SUBMISSION OF ALL FORMS TO PARKS & RECREATION
TO MAKE SECURITY ARRANGEMENTS DIRECTLY.**

(No permit will be issued without security approved by the Duluth Police Department.)

ALCOHOL CONSUMPTION PERMIT APPLICATION SCREENING FORM

To accompany application for event by the name of: _____

Contact Person Name & Phone Number _____

Event Date: _____ Beginning and Ending Time of Event: _____

Applicant is a: _____ Private Party _____ Non-Profit Organization _____ Business, Company, or Club

Applicant's full legal name: _____ Date of Birth: _____

Legal Name of Corporation (if applicable): _____

Current State Filing # _____ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: _____ Attendees under 21? _____ Yes _____ No

Type of alcohol to be consumed: _____

Alcoholic beverages will be: _____ free (no charge) _____ cash bar

Alcoholic beverages will be provided/served by:

_____ licensed caterer _____ private party _____ BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer _____

- This application must be submitted at least 30 days prior to the event
- This application will be submitted to the City of Duluth Police Department for review and approval
- Additional permit or license from City Clerk's office may be required
- Licensed peace officer(s) employed by the City of Duluth may be required

FOR OFFICE USE ONLY:

Application and Screening Sheet sent to:

_____ Marth Oswald (City Clerk's Office)

_____ Cha Vang (Duluth Police Department)

_____ Jim Hansen (Duluth Police Department)

Please give approval to Parks & Recreation Division within one week upon receipt.

Approving Signature: _____ Department/Division: _____

Return form to following Parks & Recreation Staff:

_____ Terri Castonguay _____ Gail Walkowiak

NOTES:



CITY OF DULUTH DEPARTMENT OF PUBLIC ADMINISTRATION
Special Event Permit Application
INSERT FORM

Name of Event:			
Date/s of Event:	Day/s of Week:	Estimated Attendance:	
Type of Event (picnic, concert, walk, race, etc.):			
Event Sponsor/s:			
Contact Name:	Organization:		
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
Email Address:	Approximate Arrival Time:		

CHOOSE THE APPROPRIATE PARK FOR YOUR NEEDS

- | | |
|---|---|
| Brighton Beach <input type="radio"/> | Lakewalk <input type="radio"/> |
| Chambers Grove <input type="radio"/> | Leif Erikson Park <input type="radio"/> |
| Chester Bowl <input type="radio"/> | Lester Park <input type="radio"/> |
| Enger Park <input type="radio"/> | Lincoln Park <input type="radio"/> |
| Lake Place Park <input type="radio"/> | Other _____ |

Time Slot

- 7 am - 3 pm ☐
4 pm - 10 pm ☐
7 am - 10 pm ☐

***7 am - 10 pm will be charged
for two time slots***

Note: Reserve enough time to allow for set-up and tear-down of your event. Do not assume you can come early and stay late - it may already be reserved by another group.

Complete Front and Back (Page 2) of Form - Sign and Date Before Returning to Parks & Recreation

Items You Will Require or Use for Your Event - Check All That Apply

Provided or Arranged by the City of Duluth

- ☐ Standard Electric (110 Volt)
- ☐ Portable Electric Panel (deposit required for use)
- ☐ Water (where available) used for _____
- ☐ Fire: _____ Campfire/Fireplace
_____ Bonfire (separate permit required)

Provided or Arranged by You

- ☐ Police Department Needs
(street closure, traffic control, no parking zones, cones, barricades, above average parking)
- ☐ Additional Garbage Service
dumpsters _____ cans _____ other _____
- ☐ Additional Portable Toilets
of toilets _____
- ☐ Staked Tents, Inflatable Games, etc.
State law requires a call to Gopher One at least two weeks in advance
- ☐ Vendors
of 10 x 10 spaces _____

Alcoholic Beverage Consumption Permit

(Check One)

- ☐ Privately Hosted Event (if cash bar, provide caterer contract)
- ☐ Business/Company/Club Event (provide caterer contract)
- ☐ Non-Profit Hosted Event (If liquor is sold, a Temporary Liquor License must also be secured and provided)

**See Page 4 of Blue Brochure for Explanations on
Types of Alcoholic Beverage Consumption Permits**

Security

See page 4 of brochure, complete "Alcohol Consumption Permit Screening Form", and turn in with this form. You will be instructed on contacting the Duluth Police Department for arranging security, if needed.

Building Rental

- ☐ Building Rental (for parks with City buildings)
Hours of Building Rental _____

General Description of Event: *(If known at time of application, include starting and ending times, activities planned and where they will be held in the park, etc. - use separate sheet of paper, if needed.)*

SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Permittee Signature

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Name of Organization Permittee is Representing

Date

MAIL APPLICATION TO:

Department of Public Administration - Parks and Recreation Division
Attn: Gail • City Hall (Ground Floor) - 411 West 1st Street • Duluth, MN 55802-1198

QUESTIONS? Call 218.730.4306 or email gwalkowiak@duluthmn.gov